

Claire Thomas

Boulder, CO 80302

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A hard-working team player offering a positive attitude, dedication, and a flexible schedule. Fresh-minded, focused worker successful at multi-tasking and delivering prompt and friendly service to all customers.

Authorized to work in the US for any employer

Work Experience

Head Baker

Safeway - Boulder, CO

December 2020 to Present

With an updated safety and sanitation protocols of the utmost importance, a continuation of my work in grocery has allowed me to deepen my understanding, customer service skills, and multi-tasking skills. A transfer to the bakery department made space for learning new tasks and responsibilities such as food safety, food preparation, and managing inventory.

Housekeeping

Riverhouse on the Deschutes

September 2019 to April 2020

An independent and physically demanding position allowed for my ability to have grit and determination while finding the perfect combination of quality and quantity. Attention to detail, multi-tasking, and ability to work efficiently under minimal supervision were crucial in this position.

Cashier / Front End Employee

Alfalfa's Market

October 2017 to August 2018

A fast-paced and self-guided position at a local grocery market allowed me to learn more about teamwork, cleaning as you go, and striving to push above and beyond. A customer service based position that kept me on my toes and ready to take on a challenge.

Administrative Assistant

Fire Systems West Inc

April 2017 to August 2017

A new environment allowed for fast learning as I skillfully navigated my way through payroll and accounts payable. Organization and attention to detail allowed me to dive into the office world through this summer job before heading off to college.

Server / Waitress

Mountain Mike's Pizza

October 2016 to February 2017

My first job allowed for open learning and asking questions, which were crucial in developing the necessary skills to lay the pathway for a customer service, focused position. Customer interaction and ability to multi-talk were crucial in this job that allowed me to enter the work force after graduating high school.

Education

Associate in Science (AS) in Criminal Justice

Front Range Community College - Westminster, CO

August 2018 to August 2021

Skills

- Flexible schedule availability
- Courteous and helpful
- Honest and trustworthy
- Intelligent and articulate
- Fast and efficient service worker
- Organized multi-tasker
- Excellent planner and coordinator
- Adaptability and responsiveness
- Skillfull ability to see what needs to be done without direct instruction
- Reliable and punctual
- Energetic
- friendly
- enthusiastic
- Commercial Cleaning
- Laundry
- Residential Cleaning
- Housekeeping
- Hotel Experience
- Time Management
- Administrative Experience
- Food Service
- Cashiering
- Food Preparation
- Food Safety
- POS